



**GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY
SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
TRANSPORTATION, DELIVERY AND RELOCATION SOLUTIONS
FSC GROUP V301, V111 & V112**

**Special Item Number 653 1 & 653 1RC Home Sale Services
Special Item Number 653 4 & 653 4RC Additional Services
Special Item Number 653 5 & 653 5RC Agency Customization Services
Special Item Number 653 7 & 653 7RC Move Management Services**



**VISION RELOCATION GROUP
14501 GEORGE CARTER WAY
CHANTILLY, VA 20151
PHONE: (703) 877-7577
FAX: (703) 961-8263**



INTERNET ADDRESS: WWW.VISIONRELOCATION.COM

CONTRACT NUMBER: GS-33F-0014W

BUSINESS SIZE: WOMAN OWNED SMALL BUSINESS

PERIOD COVERED BY CONTRACT: 8 DECEMBER 2009 TO 7 DECEMBER 2014

PRICELIST CURRENT THROUGH REFRESH # 4 MODIFICATION # , DATED

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu driven database system. The Internet address for GSA Advantage!™ is <http://gsaadvantage.gov>
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov

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VISION RELOCATION GROUP CORPORATE INFORMATION

CORPORATE INFORMATION

VISION Relocation Group® challenges the relocation status quo. No same old solutions--just the best alternatives for global relocation management. Our service is better because we have better financial, human, and technological resources. And our imaginative and experienced people focus on excellent execution!

- Financial Strength and Sensibility — VISION's parent company is a well-capitalized, privately-held financial services company. While financial strength is critical, you also want to know that your partner understands and competently practices the financial aspects of the global relocation business. VISION Relocation Group is a trusted partner who ensures that the financial and tax applications of relocation transactions are handled with the highest level of scrutiny and detail.
- Focus on Consulting Services — Our financial strength and the commitment from our parent company for continued growth enables VISION to provide truly customized programs that specifically address the needs of each client. We consult with you to determine your global mobility strategy and work with you to develop the service delivery structure that works best for you.
- "Service First" Philosophy — We know that in order to succeed we need to keep service as our top priority - FOREVER. This "service first" philosophy is not just words on a page-it's engrained in our culture. We hire the best people in the industry who are not only experienced in global relocation, but have demonstrated creativity and a drive to succeed. We believe that if we are employee-focused, our employees will remain client-focused.
- esp™ Technology — VISION's proprietary technology application, esp surpasses all others in terms of global relocation and assignment management. Built on the latest .NET technology, the system provides cost projection with hypothetical tax calculations in over 70 countries and allows us to deliver funds in multiple currencies. Clients, Transferees and The Vision Alliance members can easily and securely access this web-based system via the Internet.

CORPORATE HISTORY

VISION has provided full service global relocation management and consulting services for more than 26 years. We started as the relocation division of Long & Foster Real Estate, Inc., a subsidiary of The Long & Foster Companies. In 2005, Vision Relocation Group, LLC was formed as a wholly owned subsidiary of The Long & Foster Companies to better reflect our full service, global relocation focus and expertise.

In 2006, VISION's Hong Kong subsidiary, Vision Relocation Group Limited, acquired ReloCenter and solidified our operations in the Asia Pacific region. Through The Vision Alliance®, we maintain a Client Service Center in the UK that serves our clients' needs throughout Europe, the Middle East and Africa (EMEA). Our breadth of owned operations and strategic partnerships offer comprehensive relocation solutions in more than 160 countries.

Recently, VISION was spun off from the Long & Foster Companies, and is now a small, woman-owned business. As a provider of corporate and government contractor global relocation management and consulting services, we are large enough to meet any relocation need but still the right size to form close client partnerships. With an average of nearly 15 years of relocation experience, our professionals have the deep expertise to manage your relocation programs and policies worldwide.

Operating for years in an environment of favorable economic and real estate conditions, many relocation firms have become complacent and unimaginative; ill-equipped to help their clients succeed in a more challenging business climate. At VISION Relocation Group®, we are committed to bringing something different to our clients: a truly consultative, flexible approach to relocation that reflects today's client needs and market realities...we call it Relocation Imagination®.

VISION RELOCATION GROUP FACILITIES MAINTENANCE AND MANAGEMENT SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

653 1 & 653 1RC – HOME SALES SERVICES

This SIN is for coordination and integration of relocation-related home sale assistance and includes home sales services (appraised and amended value) and home marketing assistance (working with the real estate agent to provide real estate advice to the transferee, develop a marketing strategy, recommend repairs or improvements). An offer on this SIN *must* include an offer on SINs 653-4 and 653-5 for additional and customized services, such as destination services (home-finding assistance, area counseling, mortgage financial counseling, rental assistance, temporary housing assistance, spouse-employment assistance, home inspection); and reports. Contractors may also offer alternative programs under SIN 653-5, such as Buyer Value Option (BVO) and Special Handling for homes that are difficult to market or value.

653 4 & 653 4RC – ADDITIONAL SERVICES

This SIN is for additional services not identified in other SINS and includes such services as Cost of Living Analysis, Closing Assistance, Expense Management, Rental Management, Entitlement Counseling, Group Move Assistance, International Move Assistance, Customized Management Reports, Agency-Specific Program Materials, Property Management, Training, etc. Vendors may offer additional services independent from SIN 653-1 with the exception of Mortgage Services. Mortgage Services are not provided as a stand-alone service under this schedule.

653 5 & 653 5RC - AGENCY CUSTOMIZATION

This SIN is for services that are within the scope of this contract but not listed in another SIN, e.g. Buyer Value Option (BVO) home sale services, special property transactions, close-only services, property management, training, etc. Offerors are encouraged to offer a variety of ancillary services where they feel a legitimate government need exists. Possible examples can include properties excluded from the home sale services when permitted by the Federal Travel Regulations, especially difficult to sell properties (criteria must be explained), etc. Vendors may offer agency customization services independent from SIN 653-1.

653 7 & 653 7RC – MOVE MANAGEMENT SERVICES

The contractor can provide a total package of move management services including transferee entitlement and pre-move counseling; carrier selection; preparation of bills of lading; shipment booking; service performance and prepayment audits; claims preparation assistance; and on-site quality control

INFORMATION FOR ORDERING OFFICES

FSS SIN(s): 653 1, 653 1RC, 653 4, 653 4RC, 653 5, 653 5RC, 653 7 & 653 7RC

Contract Number: GS-33F-0014W

Contract Period: 8 December 2009 to 7 December 2014

Contractor's Name: VISION Relocation Group

Contractor's Address: 14501 George Carter Way Chantilly, VA 20151

Phone: (703) 877-7577; Fax: (703) 961-8263

Business Size: Women Owned Small Business

Data Universal Numbering System (DUNS): 796574452

Contractor's Taxpayer Identification Number (TIN): 68-0612100

1a. Special Item Number(s) for this contract:

SIN	DESCRIPTION
653 1 & 653 1RC	Home Sales Services
653 4 & 653 4RC	Additional Services
653 5 & 653 5RC	Agency Customization
653 7 & 653 7RC	Move Management Services

1b. All pricing and rates can be found on pages 8-13 of this pricelist

1c. See Rate Chart and descriptions on pages 8 & 9 of this pricelist

2. Maximum Order Threshold: \$1,000,000

3. Minimum Order: \$100.00

4. Geographic Scope of Contract: The Geographic Scope of This Contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii and Puerto Rico.

5. Point of Production: 14501 George Carter Way Chantilly, VA 20151

6. All prices listed reflect the net price for those services

7. Quantity Discounts: None

8. Prompt Payment Terms: None

9a. Government Purchase Cards: Are accepted at/or below the micropurchase threshold.

9b. Government Purchase Cards: Are accepted above the micropurchase threshold.

10. Foreign Items: Not Applicable

11a. Time of Delivery: As Negotiated with Ordering Agency

11b. Expedited Delivery: As Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: Not Applicable

11d. Urgent Requirements: As Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address:
VISION Relocation Group
14501 George Carter Way
Chantilly, VA 20151
Attention: Mary Kosowski
Phone: (703) 877-7577
Fax: (703) 961-8263

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address Mailing Address:
VISION Relocation Group
14501 George Carter Way
Chantilly, VA 20151

15. Warranty Provision: Not Applicable

16. Export Packaging Charges: Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance: None

18. Terms and Conditions of rental, maintenance and repair: Not Applicable

- 19. **Terms and Conditions of installation:** Not Applicable
- 20. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 20a. **Terms and Conditions for any other Services:** Not Applicable
- 21. **List of service and distribution points:** (See listings in the back of this pricelist)
- 22. **List of participating dealers:** Not Applicable
- 23. **Preventative maintenance:** Not Applicable
- 24a. **Special attributes such as environmental attributes:** None
- 24b. **SECTION 508 COMPLIANCE:**
If applicable in this contract Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services at the following: The EIT standards can be found at www.section508.gov/ and at www.visionrelocation.com
- 25. **Data Universal Numbering System (DUNS) Number:** 796574452
- 26. **VISION Relocation Group is registered with the Central Contractor Registration (CCR) Database.**

ORDERING GUIDE FOR OUR CUSTOMERS

A SUMMARY OF HOW TO USE GSA SCHEDULES

This GSA Transportation, Delivery and Relocation Services Schedule can be easily utilized to gain access to contractors for required services. Task Orders may be put in place quickly and efficiently by the Ordering Agency Contracting Officer. This summary reflects the ordering procedures provided in the following section.

- ◆ **Step 1: Identify the Requirement:** The Technical or Project Officer identifies a requirement and prepares a Statement of Work (SOW). This is sent to the contracting office that the agency will use. This contracting office can be within its own agency, an outside agency, or a GSA Regional contracting office.
- ◆ **Step 2a: Placing Small Task Orders of \$2500 or Less:** A Task Order may be placed directly with the GSA Schedule holder chosen to perform the effort, by the Ordering Agency.

OR

- ◆ **Step 2b: Large Task Orders Over \$2500:** The Technical or Project Officer prepares a Request for Quotation (RFQ) for the contracting office. This RFQ can use a simplified format for a contractor to respond to items such as experience, project schedule, cost, staffing, technical and/or logistics support requirements. Often the RFQ is tailored to minimize the effort expended by the contractors. The RFQ should be sent to three approved GSA PES schedule holders offering the required services.
- ◆ **Step 3: Contractors Submit Proposals:** Proposals may include cost, schedule, staffing, logistics concerns and technical requirements requested by the Ordering Agency to provide the requirements of the GSA Special Item Numbers (SIN) being requested under the Schedule. Oral presentations are encouraged by GSA. Resumes are usually only provided upon specific request of the Ordering Agency.
- ◆ **Step 4: Evaluate Proposals and Select a Contractor(s):** The Technical or Project Officer and the Contracting Officer evaluate the responses received and make contractor selection(s) based upon the best value. At times, the Ordering Agency may select multiple contractors or possibly a teaming arrangement of contractors. The Ordering Agency may even select several contractors to provide certain portions of the project using different GSA schedules.
 - **Step 5: Placing a Task Order with the Contractor(s):** Once the Ordering Agency has selected its best value contractor(s), a Task Order may be issued to them immediately.

This summary outline is not specific, for more details on ordering services; consult (FAR) 8.4005-3.

VISION RELOCATION GROUP LABOR CATEGORY RATES

Overview of VISION Relocation Group Special Item Number 653 1, 653 1RC, 653 4, 653 4RC, 653 5, 653 5RC, 653 7 & 653 7RC Transportation, Delivery and Relocation Solutions Services Offering.

SINs	Order #	Labor Category Title	VISION Relocation Group Rates Effective 12/08/2009	VISION Relocation Group Rates Effective 12/08/2010	VISION Relocation Group Rates Effective 12/08/2011	VISION Relocation Group Rates Effective 12/08/2012	VISION Relocation Group Rates Effective 12/08/2013
653 1, 4, 5 & 7	VIS001	Principal	\$198.62	\$206.56	\$214.82	\$223.42	\$232.35
653 1, 4, 5 & 7	VIS002	Senior Consultant	\$184.53	\$191.92	\$199.59	\$207.58	\$215.88
653 1, 4, 5 & 7	VIS003	Consultant / Specialist	\$124.69	\$129.67	\$134.86	\$140.25	\$145.86
653 1, 4, 5 & 7	VIS004	Valuation Specialist	\$49.87	\$51.87	\$53.94	\$56.10	\$58.35

For additional information please contact Mary Kosowski at the VISION Relocation Group GSA Technical Assistance Department at mary.kosowski@visionrelocation.com or Phone (703) 877-7577, Fax (703) 961-8263.

See Labor Category Descriptions that Follow.

VISION RELOCATION GROUP LABOR CATEGORY DESCRIPTIONS

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
VIS001	Principal	15	MBA	Provides guidance and multi-disciplined leadership, strategic and business planning for relocation policy, application of scope of work, program cost analysis
VIS002	Senior Consultant	10	BA	Provides guidance and benchmarking, relocation relevant business process reengineering, individual and organizational assessment and evaluations
VIS003	Consultant / Specialist	5	BA	Supports Senior Consultant with research, analysis, surveys, relocation relevant process modeling and simulation, program based costing
VIS004	Valuation Specialist	2	BA	Supports studies and assessments of specific properties eligible under this SIN, prepares cost estimates and proposes marketing plan

VISION RELOCATION GROUP LABOR CATEGORY SUBSTITUTIONS INFORMATION

VISION Relocation Group will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. VISION Relocation Group labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all VISION Relocation Group labor categories unless specified in the description.

ALLOWABLE SUBSTITUTIONS

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task.

DEGREE	DEGREE AND EXPERIENCE & EDUCATION SUBSTITUTIONS	RELATED CERTIFICATION SUBSTITUTIONS
	In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description.	
Associate's	2 years relevant experience	Trade/Vocational School or Technical Training or Military Training in relevant field
Bachelor's	Associate's + 4 years relevant experience 6 years relevant experience	Professional or Industry Standard Technical Certification in a relevant field. (e.g. MCSE, CCNP, CNA, CNE)
Master's	Bachelor's + 4 years relevant experience Associate's + 8 years relevant experience 10 years relevant experience	Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)]
Doctorate	Master's + 4 years relevant experience Bachelor's + 8 years relevant experience 14 years relevant experience	

VISION RELOCATION GROUP RELOCATION SERVICES PRICING

SIN 653 1 & 653 1RC – HOME SALES SERVICES

Pricing Option	Home Sale Program Type	Up to \$99,000		\$100,000 - \$249,999		\$250,000 - \$499,999		\$500,000 - \$749,999		\$750,000 - \$999,999	
		Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate
Option 1	Full Choice w/Payoff										
Appraised Value Sale		n/a	38.98% (minimum \$20,000)	n/a	38.98%	n/a	38.98%	n/a	38.98%	n/a	38.98%
Amended Value Sale		n/a	16.54% (minimum \$10,000)	n/a	16.54%	n/a	16.54%	n/a	16.54%	n/a	16.54%
Option 2	Full Choice, no Payoff										
Appraised Value Sale		n/a	37.15% (minimum \$17,500)	n/a	37.15%	n/a	37.15%	n/a	37.15%	n/a	37.15%
Amended Value Sale		n/a	16.12% (minimum \$10,400)	n/a	16.12%	n/a	16.12%	n/a	16.12%	n/a	16.12%
Option 3	Managed Program w/ Payoff										
Appraised Value Sale		n/a	37.98% (minimum \$20,000)	n/a	37.98%	n/a	37.98%	n/a	37.98%	n/a	37.98%
Amended Value Sale		n/a	16.54% (minimum \$10,400)	n/a	16.54%	n/a	16.54%	n/a	16.54%	n/a	16.54%
Option 4	Managed Program, no Payoff										
Appraised Value Sale		n/a	37.00% (minimum \$17,500)	n/a	37.00%	n/a	37.00%	n/a	37.00%	n/a	37.00%
Amended Value Sale		n/a	15.29% (minimum \$10,400)	n/a	15.29%	n/a	15.29%	n/a	15.29%	n/a	15.29%

SIN 653 4 & 653 4RC – ADDITIONAL SERVICES

	Commercial Rate	GSA IFF Rate
Expense Management	VISION does not offer as a stand alone service	\$2518.75 per employee, per calendar year or any portion of a year.
Rental Management		
Basic	\$500 + direct costs	\$200.00
Enhanced half day	\$1750 + Direct costs	\$350.00
Enhanced full day	\$1750 + Direct costs	\$500.00
Entitlement Counseling	Do not offer as a stand alone service	\$200.00
Group Moves Assistance	Per Contract Rates	This Service is included at no additional charge if using SIN 653-1 or 653-5. However if stand alone consulting is required to advise on Group Move Assistance, Vision Relocation will price it using the hourly labor category consulting rates awarded by GSA.
Customized Management Reports	No Fee	No Fee
Agency Specific Materials	No Fee	No Fee
Training	travel and materials only	FTR travel expenses only

SIN 653 5 & 653 5RC – BUYER VALUE OPTION PRICING

Pricing Option	Home Sale Program Type	Up to \$99,000		\$100,000 - \$249,999		\$250,000 - \$499,999		\$500,000 - \$749,999		\$750,000 - \$999,999	
		Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate
Option 1	Full Choice w/Payoff										
	BVO	n/a	13.50% (minimum \$10,000)	n/a	13.50%	n/a	13.50%	n/a	13.50%	n/a	13.50%
Option 2	Full Choice, no Payoff										
	BVO	n/a	13.50% (minimum \$10,000)	n/a	13.50%	n/a	13.50%	n/a	13.50%	n/a	13.50%
Option 3	Managed Program w/ Payoff										
	BVO	n/a	13.50% (minimum \$10,000)	n/a	13.50%	n/a	13.50%	n/a	13.50%	n/a	13.50%
Option 4	Managed Program, no Payoff										
	BVO	n/a	13.50% (minimum \$10,000)	n/a	13.50%	n/a	13.50%	n/a	13.50%	n/a	13.50%

SIN 653 5 & 653 5RC - SPECIAL HANDLING PRICING

Pricing Option	Home Sale Program Type	Up to \$99,000		\$100,000 - \$249,999		\$250,000 - \$499,999		\$500,000 - \$749,999		\$750,000 - \$999,999	
		Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate	Comm. Rate	Govt. Rate
Option 1	Full Choice w/Payoff										
Special Handling		n/a	47.34% (minimum \$25,000)	n/a	47.34%	n/a	47.34%	n/a	47.34%	n/a	47.34%
Option 2	Full Choice, no Payoff										
Special Handling		n/a	46.17% (minimum \$25,000)	n/a	46.17%	n/a	46.17%	n/a	46.17%	n/a	46.17%

VISION Special handling criteria:

- Home with appraised value of \$1 million or more
- Homes in remote areas (greater than 10 miles from nearest incorporated town) or not accessible by automobile throughout the year, or that require use of boats, airplanes or specially equipped automobiles to access the property
- Home with lots sizes uncommon for area (e.g. lots in excess of 5 acres in a metro area), income producing properties, and other situations where the employee is authorized relocation allowances on a pro rata basis
- Homes with repair requirements in excess of 5% of the property value as determined by Broker Market Analysis ordered by Contractor
- Homes with unique attributes or features highly unusual for the market (e.g. earth-bermed homes, homes with alternative energy systems, etc.)
- Homes where the property value is less than the total combined mortgage balances, and the employee requires a short pay from the lender that cannot be completed within the 60 day contract timeframe
- Homes in a markets that have declined 5% or more as defined by the Federal Housing Finance Agency (FHFA) which is updated monthly/quarterly
- Buyer Value Option (BVO) sales that fall through after the Contractor purchases the home from the employee
- Homes where there are no "Designated Certified Appraisers" (as in GSA SOW example) within 35 miles of the property
- Homes in US territories
- Homes that have been remediated due to an Environmental concern (e.g. Mold, radon, indoor air quality concerns, site of a criminal enterprise, friable asbestos, Chinese drywall, etc.)

Environmental Concerns – Mold, radon, indoor air quality concerns, site of a criminal enterprise, flood plain, friable asbestos, Chinese drywall, lead paint, leaking UST, leaking septic tank/field, expansive soil.

SIN 653 7 & 653 7RC – MOVE MANAGEMENT SERVICES

Agency may order CHAMP or commercial carrier arrangements for the movement of HHG. VISION will manage employee move counseling, coordination and monitoring of the shipment, ensuring service and timeframe metrics are adhered to, auditing, invoicing and claims assistance.

VISION Commercial Rate		GSA IFF Rate
Fee Per Employee	VISION does not sell move management as a stand alone to the commercial marketplace. "Fee" is included in bundled homeowner or renter services.	\$554.13
CHAMP	N/A	54.5% bottom line off 415-G, SIT bottom line discount 40%; Plus 0.75% IFF
Commercial	Because of the dissolution by the Surface Transportation Board of the Household Goods Carriers Bureau tariff known as the 400N, this can no longer be used as a standard of comparison. Each mover is required to file their own tariff and while many say they will follow the "format" of the 400N, the former pricing standard is no longer uniform so comparisons across movers cannot be made and any quoted discount becomes meaningless. We have a unique web based e-procurement program that eliminates this issue and does provide standardized comparison, uniform service guarantees, committed transit times and a valid method of measuring cost savings. for solution now that the 400N as a regulatory baseline has been disbanded. Pricing is based on single factor rates leading to less complex rating and budgeting and more prompt and accurate billing. To give you a frame of reference in comparison with the former 400N dated 1/1/07, pricing would be equivalent to a 62-64% discount as a starting point, however many shipments would have a higher equivalent discount depending on the traffic lane, weight and interest of a particular carrier to handle the shipment.	54.5% bottom line off 415-G, SIT bottom line discount 40% ; Plus 0.75% IFF

**USA COMMITMENT TO PROMOTE SMALL BUSINESS
PARTICIPATION PROCUREMENT PROGRAMS PREAMBLE**

VISION Relocation Group provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Mary Kosowski at the VISION Relocation Group GSA Contracts department at Phone: (703) 877-7577; Fax: (703) 961-8263; Email: mary.kosowski@visionrelocation.com

**BEST VALUE BLANKET
PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act

_____(Agency)_____ and _____(Contractor)_____ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 8.405-3.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures

AGENCY

DATE

CONTRACTOR

DATE

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

***SPECIAL BPA DISCOUNT/PRICE**

(2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Task/Delivery Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENT”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

SALES AND SERVICE POINTS

VISION RELOCATION GROUP

Corporate Headquarters:
14501 George Carter Way
Chantilly, VA 20151

Voice (703) 877-7577
Fax (703) 961-8263

860 Penllyn-Blue Bell Pike
Blue Bell, PA 19422

